

JOINT FINANCE AND HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES
OCTOBER 2, 2018

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS PRESENT: Skellie, Campbell, Moore, Middleton, Clary

HEALTH & HUMAN SERVICES COMMITTEE MEMBERS ABSENT: Idleman, Ferguson

FINANCE COMMITTEE MEMBERS PRESENT: Shaw, Campbell, Shay, Haff, Hicks, O'Brien, Moore, Skellie, Hogan

FINANCE COMMITTEE MEMBERS ABSENT: Idleman

SUPERVISORS: Henke

Debra Prehoda, Clerk

Roger Wickes, County Attorney

Patty Hunt, Director Public Health

Tammy DeLorme, Commissioner DSS

Paul Michaud, DSS Fiscal

Rob York, Director Mental Health

Public

Chris DeBolt, County Administrator

Al Nolette, County Treasurer

Tina McDougall, PH Financial Manager

Gina Cantanucci-Mitchell, OFA Director

Ken Marrwinchell, Veterans Director

Harry Carlson, Deputy Director/Fiscal

AGENDA AS PRESENTED IN COMMITTEE NOTICE:

1) Call to Order

2) Accept Minutes – August 29, 2018

3) Department Reports/Requests:

- | | | |
|----|---------|--|
| A. | 1:00 PM | General Business |
| | | A. Public Health |
| | | 1. Approval for Plattsburgh RN/BSN Student Clinical Experience |
| | | 2. Stale TB Voucher |
| | | 3. Discuss Professional Services Contract – Cost Reporting |
| B. | 1:15 PM | Mental Health |
| C. | 1:30 PM | Veterans |
| D. | 1:45 PM | Public Health |
| E. | 2:00 PM | DSS/OFA |

4) Other Business

5) Adjournment

In the absence of Chairwoman Idleman, Mr. Skellie called the Health and Human Services Committee meeting to order at 1:40 P.M. and Chairman Shaw reconvened the Finance Committee.

A motion to approve the minutes of the August 29, 2018 meeting was moved by Mr. Moore, seconded by Mr. Campbell and adopted.

GENERAL BUSINESS:

PUBLIC HEALTH – Patty Hunt, Director, addressed the following items with the committee:

- Unpaid Intern - Student Clinical Experience – A motion to approve unpaid Plattsburgh RN/BSN student clinical experience was moved by Mr. Moore, seconded by Mr. Campbell and adopted.
- Stale TB Voucher – A motion to approve payment of TB voucher from Saratoga County (contract with Saratoga County for TB services) for three TB clinic visits in 2017 in the amount of \$701.01 and forward to the Audit Committee was moved by Mr. Moore, seconded by Mr. Middleton and adopted.
- Professional Services Contract – Public Health went out for quotes for their State related cost reporting and Licensed Home Care Service Agency (LHCSA) statistical report. They sent out five quotes and the lowest quote was from McCarthy and Conlon, LLP in the

amount of \$7,000 for all reports for the three years without any increase. This is a three-year engagement with the option for three additional years. A motion to approve McCarthy and Conlon three-year quote for professional services, Public Health cost reporting and LHCSA reporting, was moved by Mr. Campbell, seconded by Mr. Moore and adopted.

- Recognize Early Intervention Grant – A motion to recognize Early Intervention Administration grant in the amount of \$24,811 was moved by Mr. Moore, seconded by Mr. Middleton and adopted.
- Preschool Service Coordinator - Backfill was approved and would like to bring the new person on early to train ahead of the person leaving. They would like this person to start November 1st, approximately thirty-day overlap, and have the funds in their budget. A motion to approve bringing new Preschool Service Coordinator on November 1st was moved by Mr. Middleton, seconded by Mr. Campbell and adopted.

2019 BUDGET REQUESTS:

MENTAL HEALTH – Rob York, Director, and Harry Carlson, Deputy Director/Fiscal, Mental Health addressed his 2019 budget requests:

- Budget Amendment Psychiatric Expense – Received an invoice for \$44,979 and insufficient funds in the account to pay and there are likely more expenses coming. A motion to amend budget to cover an invoice from New York State for mandated court-ordered expense in the amount of \$20,000 transferring \$20,000 to A.4390.4290 from Contingency was moved by Mr. Campbell, seconded by Mr. Middleton and adopted.
- 2019 Budget Handout – Washington County 2018/2019 CSB Contracts distributed, attached.

Expense: A.4310 Mental Health

Contractual	\$317,771
Total	\$317,771

Revenue: \$10,000

Expense: A.4320 Mental Health

Contractual	\$2,178,996
Total	\$2,178,996

Revenue: \$2,404.396. Highlights: CWI is no longer receiving funding; not providing workshop services.

Expense: A.4390 Psychiatric Expense

Contractual	\$ 35,000
Total	\$ 35,000

Highlights: seeing an increase in requests for examinations. Will come back and amend as needed.

VETERANS – Ken Marrwinchell, Director, addressed the 2019 budget requests:

Expense: A.6510 Veterans

Personnel	\$139,500
Equipment	\$ 0
Contractual	\$ 19,400
Total	\$158,900

Revenue: \$8,529 Highlights: basically the budget stayed flat. He does have some part time hours in personnel and that should be broke out.

PUBLIC HEALTH – Patty Hunt, Director, addressed the following 2019 budget requests:

Expense: A.2960 CWSN 3 - 5

Budget Officer Recommendation

Personnel	\$ 225,479	
Equipment	\$ 200	
Contractual	\$2,697,150	\$2,597,150
Total	\$2,922,829	\$2,822,829

Revenue: \$2,003,625. **Budget Officer Recommendation \$2,153,625.** Highlights: The costs are all based on the number of children in the program; if the expenses go up, the revenue goes up. Medicaid reimbursement rate went up. The Budget Officer stated they will review this account; double check the numbers.

PUBLIC HEALTH – Expense: A.4004 Public Health

Personnel	\$ 852,036
Equipment	\$ 200
Contractual	\$ 99,050
Total	\$ 951,286

Revenue: \$713,550. **Budget Officer Recommendation \$728,550.** Highlights: Anticipate the retirement of two nurses next year and included buyouts.

PUBLIC HEALTH – Expense: A.4005

Equipment	\$ 500
Contractual	\$ 23,630
Total	\$ 24,130

PUBLIC HEALTH – Expense: A.4006 Disease Control

Equipment	\$ 500
Contractual	\$ 138,491
Total	\$ 138,991

PUBLIC HEALTH – Expense: A.4007 Community Health

Contractual	\$ 7,200
Total	\$ 7,200

PUBLIC HEALTH – Expense: A.4008 Health Education

Contractual	\$ 20,500
Total	\$ 20,500

PUBLIC HEALTH – Expense: A.4059 Early Intervention 0 - 3

Equipment	\$ 200
Contractual	\$ 213,750
Total	\$ 213,950

Revenue: \$111,500 **Budget Officer Recommendation: \$125,000**

PUBLIC HEALTH – Expense: A.4082 WIC

Personnel	\$ 368,128
Equipment	\$ 2,375
Contractual	\$ 116,615
Total	\$ 487,118

Revenue: \$663,577. Highlights: \$82,892 is funding that they received from past years.

OFFICE FOR THE AGING – Gina Cantanucci-Mitchell, Director, addressed the 2019 budget request:

Expense: A.6772

Personnel	\$ 356,104
Total	\$ 356,104

Revenue: \$1,218,600 Highlights: OFA has an MOU with DSS and they do a majority of the budgeting together. Distributed and explained attached handout, Summary of 2019 Budget Changes, attached. Meal cost increased \$60,452. A breakdown of the funding for the nutrition program is attached. The number of people eligible is increasing. The Treasurer stated the donations have been trending down.

DEPARTMENT OF SOCIAL SERVICES – Tammy DeLorme, Commissioner, addressed the 2019 budget request: Distributed and explained attached handout, DSS/OFA Comparison Actual Expenditures to Actual Revenues

Expense: A.6010 DSS Administration

Personnel	\$6,392,113
Equipment	\$ 0
Contractual	\$1,647,432
Total	\$8,039,545

Revenue: \$14,416,421 **Budget Officer Recommendation \$14,589,421.** Highlights – Need to increase A.6010.4402 Subcontractor by \$35,000 for a total of \$120,000.

OTHER DSS PROGRAMS:

A.6055 Day Care	\$ 950,000
A.6070 Services for Recipients	\$ 460,000
A.6100 Medicaid	\$11,010,856
A.6109 Family Assistance	\$ 3,100,000
A.6119 Child Care	\$ 3,080,000
A.6140 Safety Net	\$ 1,710,000
A.6141 HEAP	\$ 20,000
A.6142 Emergency Aid for Adults	\$ 125,100

The meeting adjourned at 2:55 P.M.

*Debra Prehoda, Clerk
Washington County Board of Supervisors*

Washington County 2018/2019 CSB Contracts

AGENCY	2018 Amended	2019 Proposed	Total \$Change	Total %Change	2018 Funding & Revenues	2018 Co. Funds	2019 Funding & Revenues	2019 Co. Funds	Co.Tax \$Change	Co.Tax %Change
1. Off. of Community Services	\$ 313,811	\$ 317,771	\$ 3,960	1.26%	\$ 249,921	\$ 63,890	\$ 249,921	\$ 67,850	\$ 3,960	6.20%
2. Assoc. for Mental Health	\$ 907,897	\$ 911,044	\$ 3,147	0.35%	\$ 903,179	\$ 4,718	\$ 906,326	\$ 4,718	\$ 0	0.00%
3. B.H.S. of G.F. Hospital	\$ 608,559	\$ 609,755	\$ 1,196	0.20%	\$ 608,559	\$ 0	\$ 609,755	\$ 0	\$ 0	0.00%
4. Comm., Work & Ind., Inc.	\$ 35,958	\$ 31,984	-\$ 3,974	-11.05%	\$ 31,799	\$ 4,159	\$ 31,984	\$ 0	-\$ 4,159	-13.08%
5. Council for Prevention	\$ 346,311	\$ 347,632	\$ 1,321	0.38%	\$ 346,311	\$ 0	\$ 347,632	\$ 0	\$ 0	0.00%
6. Liberty House Found., Inc.	\$ 130,223	\$ 130,223	\$ 0	0.00%	\$ 120,420	\$ 9,803	\$ 120,420	\$ 9,803	\$ 0	0.00%
7. PEOPLE, Inc.	\$ 147,686	\$ 148,358	\$ 672	0.46%	\$ 143,536	\$ 0	\$ 148,358	\$ 0	\$ 0	0.00%
TOTAL WASHINGTON CO.	\$ 2,490,445	\$ 2,496,767	\$ 6,322	0.25%	\$ 2,403,725	\$ 82,570	\$ 2,414,396	\$ 82,371	-\$ 199	-0.24%



**Washington County
Office for Aging and Disabilities Resources**

383 Broadway
Fort Edward, New York 12839-2650

TELEPHONE: (518) 746-2420
FAX: (518) 746-2418 or 746-2571

Gina Cantanucci-Mitchell
Executive Director

MEMO

TO: Chris DeBolt, County Administrator
Daniel Shaw, Budget Officer
Robert Henke, Chairman of the Board of Supervisors
Sara Idleman, Health and Human Services Chairperson

FROM: Gina Cantanucci-Mitchell, Office for Aging Director 

DATE: October 2, 2018

SUBJECT: Summary of 2019 Budget Changes

Appropriations:

A.6010.4140 Rent – Decreased by \$6,600.00 due to the closure of the Salem Meal Site.

A.6010.4400 Subcontractor Line – This budget line truly defines the Office for Aging contracts and fee for service programs. This budget line increased by a total of \$66,235.00. An explanation is as follows:

The OFA Fee for Service changes are as follows:

- o Public Health's Tai Chi increased by \$637.00.
- o Medical Alert services contracted with the Glens Falls Hospital increased by \$5,200.00.
- o Registered Dietician contracted services increased by \$1,000.00.
- o Sheriff Nutrition Coordinator position increased by \$346.00.
- o CWI Meal Delivery – Decreased by \$1,400.00.
- o Meal cost increased to a total of \$60,452.00 - It is estimated that the number of people served will increase to a total of 7,900 meals per month or 94,800 meals for calendar year 2019. This is an increase of 15,754 total meals. Given the increase of people served, the cost of the meal will decrease from \$4.80 per meal in 2018 to \$4.64 per meal in 2019, with an overall budgeted amount of \$439,872.00. For a breakdown of Nutrition Program funding to include federal, state, local share, and program income, please see the attachment.

A.6772.121 – Aging Personal Services/Salaries and Wages – In 2019, the regular earnings for part-time staff were broken out from full time staff, creating budget line A.6772.121.PT. A 2.5% increase was given to all staff.

Revenue:

A.6772.1972 Charges, Program Aging – Decreased by \$12,000.00.

A.6772.3772 State Aid for Programs for the Aging – Decreased by \$14,795.00.

A.6772.4489.09 Federal Aid/DSRIP (AHI) – Participation in DSRIP continues and program income is expected.

A.6772.4772 Federal Aid for Programs for the Aging – Increase of \$13,405.00.

Sheriff Meals Calendar Year

	<u>Expenses</u>	<u>Federal</u>	<u>State</u>	<u>Program Income</u>	<u>Local</u>	<u>Local %</u>
<u>2017</u>	375763.28	73976.31	170764.89	99437.18	91862.90	24.45%
<u>2018</u>	440284.80	96127.93	171964.02	94700.67	135159.18	30.07%
<u>2019</u>	439872.00	80331.35	161056.08	100930.00	156654.57	36.61%

2017 Actual

2018 Actual 7 months plus an estimate for the rest of 2018.

2019 Estimate based on 2019 AIP.

**DSS/OFA COMPARISON
ACTUAL EXPENDITURES TO ACTUAL REVENUES
2019 REQUESTS**

		2017 Actual 12/31/17	2018 Amended	2018 Actual 9/21/18	2018 Projected	2018 Total Budget vs Projected	2019 Requested
Administration		\$ 7,466,747	\$ 7,820,736	\$ 4,925,813	\$ 7,512,388	\$ 308,348	\$ 8,074,545
	Salaries and on call	\$ 5,793,986	\$ 6,174,650	\$ 4,102,780	\$ 5,950,573	\$ 224,077	\$ 6,392,113
	Equipment	\$ 159,883	\$ 35,303	\$ 754	\$ 31,023	\$ 4,280	\$ -
	Contractual	\$ 1,513,078	\$ 1,610,783	\$ 822,279	\$ 1,530,792	\$ 79,991	\$ 1,682,432
Office for the Aging		\$ 324,614	\$ 332,500	\$ 236,559	\$ 330,708	\$ 1,792	\$ 356,104
	Salaries	\$ 323,276	\$ 332,500	\$ 236,559	\$ 330,708	\$ 1,792	\$ 356,104
	Equipment	\$ 1,338	\$ -	\$ -	\$ -	\$ -	\$ -
Programs		\$ 9,031,463	\$ 10,125,000	\$ 5,512,069	\$ 9,295,951	\$ 829,049	\$ 9,445,100
A6055	Day Care	\$ 813,635	\$ 980,000	\$ 497,560	\$ 949,300	\$ 30,700	\$ 950,000
A6070	Services for Recipients	\$ 312,412	\$ 500,000	\$ 228,176	\$ 361,342	\$ 138,658	\$ 460,000
A6109	Family Assistance	\$ 2,922,406	\$ 3,390,000	\$ 1,879,344	\$ 3,019,136	\$ 370,864	\$ 3,100,000
A6119	Foster Care	\$ 3,192,614	\$ 3,590,000	\$ 1,753,478	\$ 3,151,788	\$ 438,212	\$ 3,080,000
A6140	Safety Net	\$ 1,658,754	\$ 1,500,000	\$ 1,074,525	\$ 1,682,715	\$ (182,715)	\$ 1,710,000
A6141	HEAP	\$ 12,850	\$ 25,000	\$ 12,957	\$ 14,440	\$ 10,560	\$ 20,000
A6142	Emergency Aid Adults	\$ 118,792	\$ 140,000	\$ 66,029	\$ 117,230	\$ 22,770	\$ 125,100
Fringe Benefits		\$ 2,823,959	\$ 2,912,625	\$ 1,310,077	\$ 2,912,625	\$ -	\$ 2,985,300
	Fringe Benefits - DSS	\$ 2,704,855	\$ 2,793,247	\$ 1,259,923	\$ 2,793,247	\$ -	\$ 2,865,300
	Fringe Benefits - OFA	\$ 119,104	\$ 119,378	\$ 50,154	\$ 119,378	\$ -	\$ 120,000
Total Cost of DSS/OFA Without Medicaid		\$ 19,646,783	\$ 21,190,861	\$ 11,984,518	\$ 20,051,672	\$ 1,139,189	\$ 20,861,049
Less Total Revenues		\$ 15,289,203	\$ 15,979,241	\$ 8,713,810	\$ 15,154,473	\$ 824,768	\$ 15,807,621
	Budgeted Revenues	\$ 15,289,203	\$ 15,979,241	\$ 8,713,810	\$ 15,154,473	\$ 824,768	\$ 15,807,621
Net Cost of Direct DSS/OFA Programs		\$ 4,357,580	\$ 5,211,620	\$ 3,270,708	\$ 4,897,199		\$ 5,053,428
% of Revenue Realized from Programs		77.8%	75.4%	72.7%	75.6%		75.8%
100 % County Dollars							
MMIS-	Medicaid	\$ 10,989,160	\$ 11,096,296	\$ 7,736,991	\$ 10,853,271	\$ 243,025	\$ 11,010,856
	FMAP Reconciliation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Medicaid Costs		\$ 10,989,160	\$ 11,096,296	\$ 7,736,991	\$ 10,853,271	\$ 243,025	\$ 11,010,856
Net Total Cost of DSS/OFA w/Medicaid		\$ 15,346,740	\$ 16,307,916	\$ 11,007,699	\$ 15,750,470		\$ 16,064,284

DSS Notes

- Request for A.6010.126 "Buyouts" has increased this year with 5 anticipated retirements; The result is a gross increase of \$23,000
- Request for "Computer" reflects licensing cost for Lexis Nexis; 100% Reimbursed through SNAP
- Request for A.6010.4402 Subcontractor - Sheriff increase to \$120,000; **Not Reflected** in "Budget As Requested", **need to increase by \$35,000**
- Request for "Grants Other" at \$46,220 reflects payment to B&G for building construction; 100% reimbursed through SNAP
- Request for A.6070.4290 Wash Co Alt Sent - STSJIP is unchanged - funding has just been released and offers opportunity with local share of 38%
- Request for A.6109.4290 Safe Harbour is down from \$90,000 in 2018 to \$75,000 in 2019 to reflect staggered funding
- Request for A.6119.4290 Child Care is down due to decrease in children placed residentially by school through CSE